



MEMORANDUM

To: Board of Commissioners
From: Mike Russell, Public Works Director, Roadmaster
& Sara Smith, Engineering Technician I
CC: Ed McGlone, Assistant County Counsel
Date: April 30, 2025

Subject: 2025 Crown Z Tail Run Road Event Permit

Columbia County received the attached application for a Public Road Event Permit for the 2025 Crown Z Tail Run Event, to be conducted on Saturday, June 28, 2025. They are expecting approximately 125 participants, 30 volunteers, 20 support vehicles, and will be using Crown Z Trail and crossing 2 County roads as outlined in the attached Route Maps.

The event will open at approximately 8:30 a.m. at Ruley Trailhead in Scappoose, with an anticipated start of race at 9:00 a.m., no end time was specified. This event is localized to the Crown Z Trail located west of Highway 30.

Applicable Criteria:

The Columbia County Public Road Event Ordinance (Ordinance No. 2008-1, as amended), requires Board approval of public road events involving more than 25 vehicles, 50 bicycles, or 100 pedestrian participants. As this pedestrian event is expected to have more than 100 walkers and runners, Board approval is required.

Section 5 of the Ordinance provides, in part:

A. Standards for Issuance. The Administrator or, in the event of a large event, the Board of County Commissioners, shall issue a permit conditioned upon the applicant's written agreement to comply with the terms of such permit **unless** the Administrator or Board of County Commissioners finds that:

1. The time, route and size of the public road event will disrupt to an unreasonable extent the movement of other traffic or will endanger the safety of participants or citizens or cause a safety hazard other than traffic.
2. The public road event is of a size or nature that requires the diversion of too many law enforcement officers, public works employees or other

personnel to properly control the public road event or that allowing the public road event would deny reasonable law enforcement or other emergency service protection to citizens of the County.

3. Such public road event will interfere with another public road event for which a permit has been issued.
4. The County Public Works Director determines the public road event would damage public roads.

Staff notified affected agencies below and did not receive any comments:

- County Sheriff's Office, Brian Pixley
- Columbia County Emergency Management, Corey Padron
- Columbia County Public Health, Jaime Aanensen
- Columbia County Transit, Chris Wheatley
- Columbia 911, Dannell Hooper
- State Police, Sgt. Dillan Kean
- Columbia County Forest, Parks & Rec., Riley Baker
- ODOT, Mark Buffington
- ODOT, Virginia Williams
- ODOT, Don Miller
- Columbia River Fire & Rescue, Eric Smythe
- St. Helens Police, Joseph Hogue
- St. Helens City Administrator, John Walsh
- St. Helens Public Works, Mouhamad Zaher
- St. Helens City Mayor, Jennifer Massey
- Scappoose Police, Chris Fluellen
- Scappoose City Administrator, Benjamin Burgener
- Scappoose Fire & Rescue, Jeff Pricher
- Scappoose Public Works, Dave Sukau
- Rainier Police, Gregg Griffith
- City of Rainier, Russ Reigel
- Clatskanie Fire, Bruce Holsey
- Clatskanie City Administrator, Gregory Hinkelman
- Columbia City Police, Gerald Bartolomucci
- Columbia City Administrator, Kim Karber
- Vernonia Public Works, Jeff Burch
- Vernonia Fire, Greg Brody
- Vernonia City Administrator, Josette Mitchell
- Mist-Birkenfeld Fire & Rescue, Joe Kaczenski
- Mike Russell, Director, Road Dept. (info only)
- Mark Pacheco, County Public Information Officer (info only)
- Ed McGlone, Assistant County Counsel (info only)
- Bill Goodwin, County Weighmaster (info only)

- Tim Hancock, County Public Works (info only)

There have been no issues raised since last year's event and no issues from affected agencies have been raised this year; therefore, staff recommends that the Board approve this permit. Additionally, no insurance documents or indemnity agreement are required for this event because it is being put on by Columbia County.

Recommended Motions:

Motion 1: Approve the public road event permit for the 2025 Crown Z Tail Run event.

Attachments

Crown Z Tail Run Road Event Permit Application



PUBLIC ROAD EVENT PERMIT APPLICATION

Name of Event: Crown Z Trail Run Application Date: 01/22/2025
 Sponsor: Columbia County Parks Department
 Type of Event: Run/Walk Event
 Purpose of Event: Fundraiser for the trail
 Date of Event: 06/28/2025 Beginning Time: 9:00 am
 Expected Number of Participants: 125 Ending Time: _____
 Location of Assembly Area(s): Ruley Trailhead
 Assembly Beginning Time: 8:30am
 Number of Volunteers: 30 Number/Type of Support Vehicles: 20
 Name of Applicant: Melissa Enright
 Address: 230 Strand St
 Work Phone: (971) 203-3367 Home Phone: _____ E-mail: melissa.enright@columbiacounty.gov
 Contact Person (other than applicant): _____
 Address: _____
 Work Phone: _____ Home Phone: _____ Email: _____
 Chair/Race Director (for athletic events): _____
 Address: _____
 Work Phone: _____ Home Phone: _____ Email: _____
 Previous Experience: 2nd year hosting this event

Route: Submit a map with the route clearly drawn. Indicate starting point, direction and ending point. Also include plans for rest stops, first aid stations, support vehicles, etc.

Fee: Applicant must submit with completed application \$100 for small events (less than 300 participants) and \$300 for large events (300 or more participants).

By signing this application, sponsor agrees to all terms and conditions set forth in the Public Road Event Ordinance, and any special conditions listed in the Permit, if this application is accepted and a Permit is issued by the County.

Melissa Enright
Name of Sponsor:


Signature of Authorized Agent

FOR COUNTY USE ONLY:

Application Received: <u>4.10.25</u>	Insurance Certificate Received: <u>N/A</u>
Application Fee Paid: <u>4.18.25</u>	Indemnity Agreement Signed: <u>N/A</u>
Permit Issued: _____	Deposit Received: <u>N/A</u>

Public Works Director or Designee: _____ Date: _____

Columbia County Search and Rescue volunteering again this year, 2 volunteers will be patrolling the trail with a first aid kit on hand and radios, by bike

There are 3 public access points to the trail with volunteers stationed at these roads for traffic control

We will have 6 volunteers stationed along the trail with radios

First Aid Booth

We will have a water aid station at 2 points on the trail

There is a dedicated sweeper for the end of the event to ensure everyone is safely off the trail

The bollard typically in place to prevent vehicles on the trail will be removed for this event for easier access to the trail.





